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|---|--------------------------|
| Name: | Candidate ID (optional): |
| Role: Process Control Specialist | |
| Date Completed: | |

Description:

Process Control Specialists repair and maintain industrial process control systems and associated components such as sensors, signal conditioners, I/P converters, and loop systems to keep process controls in operating condition.

Directions for Submitting Affidavit:

- ▲ Log on to *nims-skills.org* with Evaluator credentials
- ▲ Access the Testing Center
- ▲ Access the “Evaluate Candidates” window
- ▲ Select “Submit Affidavit” for any assigned candidate
- ▲ Follow the on-screen instructions to mark “Pass” or “Fail” for each duty

Please refer to the [standards](#) to access performance requirements for each duty.

| Process Control | Date Completed |
|----------------------|----------------|
| 1.01 Maintenance | |
| 1.02 Troubleshooting | |
| 1.03 Planning | |
| 1.04 Improvements | |
| 1.05 Standardizing | |
| 1.06 Measurements | |

Role: Process Control Specialist

Description:

Process Control Specialists repair and maintain industrial process control systems and associated components such as sensors, signal conditioners, I/P converters, and loop systems to keep process controls in operating condition.

Duty Area 1: Process Control

Duty 1.01: Maintenance

Duty 1.02: Troubleshooting

Duty 1.03: Planning

Duty 1.04: Improvements

Duty 1.05: Standardizing

Duty 1.06: Measurements

Role: Process Control Specialist

Duty Area 1: Process Control

Duty 1.01: Maintenance

Responsibility:

Adjust control components of automated systems to ensure processes are operating at optimal performance.

Resources:

Access to equipment, operating artifacts, schematics, Measuring and Test Equipment (M&TE), and hand tools

Performance:

Practical

1. Connecting and adjusting:
 - a. Sensors
 - b. Signal conditioners
2. Calibrating process control components
3. Building and installing process control systems

Critical Thinking

1. Conducting job safety analysis
2. Determining
 - a. When to make adjustments
 - b. If calibration is required
3. Verifying:
 - a. Components to replace
 - b. Systems and component operations

Compliance:

Full

Evaluation:

Process verification, observation

Role: Process Control Specialist

Duty Area 1: Process Control

Duty 1.02: Troubleshooting

Responsibility:

Trace errors within control systems.

Resources:

Access to equipment, operating artifacts, schematics, Measuring and Test Equipment (M&TE), and hand tools

Performance:

Practical

1. Exercising equipment
2. Checking inputs and outputs
3. Documenting findings

Critical Thinking

1. Verifying symptoms
2. Determining:
 - a. System and component failures
 - b. If failures require adjustments
 - c. Replacement components
 - d. When to escalate failures

Compliance:

Full

Evaluation:

Error verification, observation

Role: Process Control Specialist

Duty Area 1: Process Control

Duty 1.03: Planning

Responsibility:

Formulate maintenance procedures for process controls components.

Resources:

Access to equipment and workflow

Performance:

Practical

Documenting maintenance procedures

Critical Thinking

Determining maintenance procedures

Compliance:

Full

Evaluation:

Plan verification

Role: Process Control Specialist

Duty Area 1: Process Control

Duty 1.04: Improvements

Responsibility:

Evaluate process control systems for improvements.

Resources:

Access to systems, original system design, system information, and user feedback

Performance:

Practical

1. Researching new technologies
2. Documenting and presenting proposed changes

Critical Thinking

1. Determining:
 - a. Areas for improvement
 - b. Technologies to optimize
 - c. New technologies to deploy
2. Comparing current system design to proposed changes
3. Analyzing benefits and investments

Compliance:

Full

Evaluation:

Observation

Role: Process Control Specialist

Duty Area 1: Process Control

Duty 1.05: Standardizing

Responsibility:

Check Measuring and Test Equipment (M&TE) to ensure accuracy, repeatability, and reproducibility.

Resources:

Access to M&TE, standardization equipment or artifact, applicable specification, standardization procedure, and any related accessories

Performance:

Practical

1. Taking measurements in accordance with standardization procedure
2. Cleaning and adjusting M&TE

Critical Thinking

1. Ensuring the artifact is in good condition and clean
2. Selecting correct standardization equipment or artifact
3. Interpreting measurement result
4. Evaluating potential sources of error

Compliance:

Full

Evaluation:

Measurement verification, observation

Role: Process Control Specialist

Duty Area 1: Process Control

Duty 1.06: Measurements

Responsibility:

Select and use appropriate Measuring and Test Equipment (M&TE) to measure process control system and component conditions in an accurate, repeatable, and reproducible manner.

Resources:

Access to hand-held M&TE and applicable specifications, system and component specifications, and any related accessories

Performance:

Practical

1. Taking measurements
2. Recording results of measurements

Critical Thinking

1. Selecting appropriate M&TE for measurement
2. Applying appropriate measurement technique
3. Determining need for traceability of M&TE
4. Interpreting measurement result
5. Evaluating potential sources of error

Compliance:

Full

Evaluation:

Measurement verification, observation